



PAADU Submittal Checklist: For Designers

2025 Building Code Cycle

The City of Arcadia's Pre-Approved ADU (PAADU) Program offers designers, architects, builders, and other qualified professionals the opportunity to obtain pre-approval for detached ADU plans. By having your ADU plans pre-approved, you'll help future clients move more efficiently through the permitting process. Below is a checklist of requirements for design professionals who wish to submit detached ADU plans for inclusion on the City's Pre-Approved ADU Plan List, independent of any site-specific application.

INSTRUCTIONS

Once your submittal package is ready, submit a Pre-Approved ADU (PAADU) application online via Arcadia EDGE at ArcadiaCA.gov/EDGE. Please ensure that all plans and supporting documents are uploaded with your application.

Application Submittal Information (Required)

Cover Sheet

- ☐ Scope of Work
- ☐ Specify the following Governing Codes on the Cover Sheet:
 - ☐ 2025 California Building Code
 - ☐ 2025 California Residential Code
 - ☐ 2025 California Plumbing Code
 - ☐ 2025 California Mechanical Code
 - ☐ 2025 California Energy Code
 - ☐ 2025 California Green Building Standards Code
 - ☐ 2025 California Wildland-Urban Interface Code
 - ☐ Arcadia Municipal Code
- ☐ Provide a Drawing Index that lists all pages part of the official construction plans
- ☐ Project data information (including use of building, construction type, floor area, # of stories, etc.)
- ☐ Deferred Submittal Items (Solar, fire sprinklers, etc.)
- ☐ Statement of Special Inspection / Structural Observation (if applicable)

Construction Plans

- ☐ Floor plan (proposed)
- ☐ Elevations (North, South, East, and West)
- ☐ Sectional Views (Longitudinal and Traverse)
- ☐ Foundation Plan with cross-referenced structural details
- ☐ Floor and Roof Framing Plans with cross-referenced structural details
- ☐ Electrical Plan
- ☐ Gas and Plumbing Isometric Drawings

Supporting Documents

- ☐ [PAADU Request Form](#)
- ☐ Copy of Previously Approved Permit
- ☐ Completed and Signed **PAADU Submittal Checklist**

- ☐ Structural Calculations (Stamped and signed by a licensed professional)
- ☐ Title 24 Energy Compliance Forms must be modeled for all building orientations and incorporated into the plan set.
- ☐ [CalGreen Residential Checklist](#)

Clearances Required

- ☐ Arcadia Building Department: 626-574-5416
- ☐ Arcadia Fire Department: 626-574-5423
- ☐ Arcadia Planning Department: 626-574-5104

Applicant Acknowledgment

I understand this may not be a complete list of required items due to the variation for each project and additional code-related information may be required. I acknowledge that an incomplete plan check submittal may result in delays in the plan review process.

Applicant Name (Print): _____

Applicant Signature: _____

Applicant's Phone #: _____

Applicant's Email: _____

Date: _____